

OFFICE SAFETY INSPECTION CHECKLIST

This checklist is by no means all-inclusive. You should add to the items listed or delete items based upon their applicability in your work environment. Carefully consider each item.

INSPECTION DATE: _____

PERSON (S) PERFORMING INSPECTION: _____

SPECIFIC INSPECTION LOCATION: _____

	YES	NO	LOCATION/COMMENTS/ ACTION REQUIRED
Are portable fire extinguishers provided as required?			
Are fire extinguishers inspected regularly and marked?			
Are the locations of fire extinguishers marked and easily identified?			
Are fire extinguisher locations readily accessible?			
Are all exits marked and accessible?			
Are all electrical outlets and switches covered?			
Are electric cords properly placed or covered to prevent a trip hazard?			
Are circuit fuses and circuit breakers clearly marked?			
Are extension cords in good condition?			
Are proper extension cords being used in the correct fashion?			
Are work areas clean and maintained in an orderly condition?			
Are floors, aisles, work areas free of obstruction, slipping, and tripping hazards?			
Are tools, equipment and materials properly stored when not in use?			
Are written evacuation and emergency response procedures in place?			
Are staff trained on what to do in the event of an emergency evacuation?			
Are emergency phone numbers posted?			
Are stairways lighted sufficiently and clear of obstruction?			
Are handrails available and securely fastened on stairways?			

	YES	NO	LOCATION/COMMENTS/ ACTION REQUIRED
Are workstations lighted sufficiently for the work being performed?			
Are carpeted walkways clear of loose carpet threads or loose seams?			
Are file drawers opened one at a time?			
Are file drawers closed immediately after use?			
If personal heaters are in use, are the heaters rated for an anti-tip automatic shutoff?			
Are step ladders or step stools available and encouraged for use when items are stored above shoulder level?			
Are all chairs and chair casters in good working order?			
Are desks and drawers in good working order?			
Are drawers equipped with a stop to prevent the drawer from being pulled all the way out?			
Are items stored on shelves properly stacked and weight distributed evenly?			
Are recordable accidents and injuries included on the SAF 200 or equivalent form?			
Are there accident reporting and investigation procedures in place?			
Is adequate airflow and ventilation available to work areas?			
Are rubber or plastic floor mats in good condition and flat on the floor to avoid a tripping hazard?			
Are rubber or plastic floor mats large enough for the work area to prevent the chair from rolling off?			
Are highly polished floors treated sufficiently to prevent slips?			
Are stairs, lobby entrances, elevator entrances, cafeteria floors, and restroom floors specially treated for slip resistant protection?			
Are employees trained on safe and proper lifting techniques?			
Are first aid kits readily available?			
Are paper cutter guards in place?			

	YES	NO	LOCATION/COMMENTS/ ACTION REQUIRED
Are file cabinets positioned to avoid being caught in between to objects when opened?			
Are file cabinets, doors, drawers positioned to avoid opening into an aisle or walkway?			
Are employees trained/warned not to use chairs to stand on?			
Are thermostats working properly?			
Do employees block or close ventilation vents in their work area?			
Are there noticeable drafts in the office?			
Are often-used office items within easy reach of the employee while seated at the workstation?			
Are computer monitors positioned or fitted with an extra screen guard to avoid glare?			
When employees are required to type, is the keyboard at a height equal to the employee's elbow height when their arms are at rest?			
When employees are seated, are the chairs adjusted such that the employee's feet are flat on the floor?			
Other:			
Other:			
Other:			